CRIMINAL INTELLIGENCE ANALYST

PURPOSE: To conduct research and perform analysis of criminal information relating to criminal activities and relationships, leading to the apprehension and prosecution of criminal offenders.

FUNCTIONAL AREAS:

1. Research and analyze information relating to criminal activities and relationships.
*   A.   Research, collect, analyze and compile data from a variety of sources.
*   B.   Update data bases by retrieving, sorting, and entering information.
*   C.   Create and maintain case files for investigators.
*   D.   Use telephone toll analysis to plot telephone activity to determine size and location of criminal groups and individuals involved.
*   E.   Conduct background research on criminals or suspected criminals under investigation to establish criminal profiles, including prior crimes, criminal relationships.
*   F.   Research and analyze the flow of suspects' assets to determine flow of money going in and coming from the targeted person/group.
*   G.   Create data tracking and association matrices, and hierarchical, link, and financial analyses of persons under investigation.
*   H.   Prepare graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data.
*   I.   Develop statistical information indicating crime trends and patterns of criminal activity.
*   J.   Report findings to investigators.
*   K.   Organize and maintain manual information sources, files, and automated systems for storage and retrieval of data.
*   L.   Develop cross-referencing systems.
*   M.   Develop and maintain liaisons with other criminal justice personnel within and outside the department.
    N.   Perform related tasks as assigned.

2. Perform administrative office duties.
    A.   Prepare monthly progress report for unit.
    B.   Perform miscellaneous data entry.
    C.   Maintain the unit's buy fund and forfeiture fund.
    D.   Provide clerical/receptionist support for the unit.
    E.   Make travel arrangements for unit training.

JOB REQUIREMENTS

1. <u>Education and Experience Requirements</u>
†   A.   A minimum of three (3) years of experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data; **and**
†   B.   Training and/or certification in crime analysis methods including Crime Analysis Applications, Pen Link Telephone Toll Analysis, and Intelligence Analyst Notebook;
†   C.   CJIS Certification by the date of appointment and thereafter.

2.   Knowledge Requirements

†   A.   Knowledge of research and data analysis methods and techniques.

†   B.   Knowledge of modern office practices and procedures.

†   C.   Knowledge of personal computer operation and associated software including spreadsheet, data base, word processing and graphics.

†   D.   Knowledge of record keeping principles and procedures.

†   E.   Basic knowledge of statistics and analysis.

3.   Skill Requirements

†   A.   Skill in personal computer operation and in application of associated software.

†   B.   Skill in preparing clear and concise reports, letters, and memos.

5.   Ability Requirements

†   A.   Ability to collect, assemble, analyze and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes.

†   B.   Ability to read, understand, and interpret federal, state and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.

†   C.   Ability to prepare graphs, charts, tables and other illustrative devices.

†   D.   Ability to communicate effectively orally and in writing.

†   E.   Ability to develop and maintain effective working relationships with department staff, other City employees, outside agencies, and the general public.

†   F.   Ability to maintain confidentiality.

†   G.   Ability to maintain detailed records.

†   H.   Ability to operate a variety of office equipment.

      I.   Ability to attend training as required to become proficient in the use of specialized crime analysis software.

†   J.   Ability to sit for extended periods working at a computer.

†   K.   Ability to occasionally lift and carry objects such as files, weighing up to 30 pounds.

†   L.   Ability to attend work on a regular basis.

*Essential functions of the position
†Job requirements necessary on the first day of employment

Anlst: JA	Date:
Union: Basic	Pay: 131
CSB: 20040601	Class: 1822
CC: 20040726	Res: 04-0504R